

High School Internship (5 positions)

Hourly Salary : \$7.80

Closes January 10, 2013

The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to Metro Phoenix and the Central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the AgriTech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and local charter schools, a City park and local retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Position

The City of Maricopa's High School Internship Program gives junior and senior high school students a glimpse into the world of public service, and a rich opportunity to explore careers in:

City Clerk
City Manager's Office
Community Services (Parks, Recreation and Library Services)
Development Services
Economic Development
Finance (Payroll, Accounting and Purchasing)
Fire
Human Resources
Police

Part of The City of Maricopa's mission is to train and educate the next generation of public employees. Maricopa High School believes that education goes beyond the classroom. A partnership was formed between the two institutions offering students with a strong interest in public service an opportunity to work "at the bench" under the sponsorship of a City of Maricopa manager.

The purpose of this program is to provide students with an opportunity to experience how public organizations operate on a day-to-day basis. Participants will be assigned to work with a professional who is doing work related to the general field of interest to the student.

The program runs from mid-September to mid-May and is open to local high school students. All interns work within the City of Maricopa gathering and interpreting data with guidance from their mentors. In the final month of the program, interns write a five (5) page paper regarding their experience.

The Ideal Candidate

The ideal candidate will:

Be a High school Junior or Senior in the Maricopa area (at the time of application)

Have demonstrated interest in public service

Have knowledge of e-mail and Microsoft® Office Word

Basic grasp of filing

Be 16 years old and a U.S. citizen or permanent resident

Be available 10-20 hours per week for 8-10 consecutive weeks during regular business hours.

GPA equivalent of a C average or higher

Be available to participate 3-5-days per week for the duration of the program

Be responsible for their own daily transportation to/from the City of Maricopa



Filing Information

This recruitment will close at 5:00 p.m. on the deadline date. Any applications received after the close of the position will be considered late and not be forwarded on to the Selection Committee.

Application Procedure

Completed Internship packets can be given to Guidance Counselors or dropped off at City Hall – 45145 W. Madison Avenue, Maricopa, AZ 85139. Applications will be considered incomplete and will not be forwarded to the Selection Committee unless all the requested documents have been received.

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's application after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

Performance Aptitudes

Physical Ability: Applicants must be free from conditions that would preclude satisfactory performance of the essential functions of the job applied for. Subsequent to a job offer, the City of Maricopa requires a pre-employment drug test and background check. Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

